ARTICLE VII

INTERNATIONAL OFFICERS AND DUTIES

Section 1: The Officers of the IABPFF shall be the following and such other officers as from time to time May be necessary;

Elected International Officers:

International President

Executive Vice President

Recording Secretary

Corresponding Secretary

Treasurer

Financial Secretary

Sergeant at Arms

Elected Regional Directors

Members shall not serve in more than one International Executive Board position simultaneously. If the term of office of one position has not expired, the member must resign from his/her current elected International Executive Board position before accepting another elected position on the International Executive Board.

Section 2: The governing body of the IABPFF shall be the International Executive Board. The International Executive Board shall develop the basic policies and direction, ensure the needs of the IABPFF select and hire the Executive Director and to evaluate the Executive Director’s performance, set IABPFF financial objectives, monitor their achievements and select the Board of Trustees for the IABPFF Foundation.

Section 3: The International Executive Board shall be the highest legislative and policy-making body of the IABPFF. The International Executive Board shall possess all legislative and policy-making authority of the International Biennial Convention except the power to amend the Constitution and the power to act as the final authority on appeals.

The International Executive Board shall have the authority to make binding interpretations of the Constitution, bylaws and policies of the IABPFF, and the rulings and decisions of the International Executive Board shall remain in full force.

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Shall be the duty of the IABPFF Executive Board who also act on the mandates of the membership presented at the IABPFF Convention, approve appointment of the Executive Director from the IABPFF President, prepare and annual evaluation of the Executive Director.

The International Executive Board shall be composed of the International President, who serves as the chairperson; Executive Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Sergeant at Arms, Immediate Past President and Regional Directors.

Section 4: The International Executive Board shall meet immediately following final adjournment of the International annual Convention, and shall hold at least two general meetings in each year. During any International annual Convention year, the International Executive Board shall hold one general meeting immediately preceding the International annual Convention. Meetings will be held on the call of the International President or the call of the majority of the members of the International Executive Board upon written notice to the International President. A majority of the members of the International Executive Board shall constitute a quorum for the transaction of business.

The Corresponding Secretary shall give reasonable notice (as per Article VIII Section 4) of the time and place of all general meetings to all International Executive Board and subordinate bodies. In addition to the two general meetings, special meetings may be called by the International President or by the majority of the members of the International Executive Board upon written notice to the International President. The Corresponding Secretary shall give notice as per Article VIII Section 4 of the time, purpose and place of the special meetings to all International Executive Board members. All meetings of the International Executive Board shall normally be open to all members of IABPFF. Meetings may be closed if the International Executive Board decides, by majority vote, that serious injury or damage might otherwise be done to IABPFF or any individual.

Section 5: The International Executive Board shall create from its membership a Committee on Organization. Other committees may be created by the International Executive Board as it deems necessary. Each committee shall, from time to time, review the policies and practices of the IABPFF falling within the scope of the committee’s assignment, and shall recommend to the International Executive Board such changes in policies and practices as the committee deems advisable. The International

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President shall serve as ex-officio member of all such committees of the IABPFF.

Section 6: The International Executive Board shall receive from the International President, in advance of each fiscal year, a proposed budget for the upcoming year. The Executive Board shall receive from the Treasurer, at the same time and in writing, any criticisms, objections, or comments on the budget. The proposed budget shall be subject to revision and approval by the International Executive Board. The International Executive Board shall, approve the budget and establish an annual stipend for the International President.

Section 7: The International Executive Board shall approve the appointment by the Treasurer of a Certified Public Accountant, who shall audit all IABPFF accounts immediately following the close of each fiscal year, or at the discretion of the International President or International Executive Board.

Section 8: The International President shall act in such a manner as to adhere to the principles, philosophy and approved programs of the body and exhibit the skills and leadership necessary to assure the success of ventures undertaken by this body.

The International President shall be spokesperson and coordinator for all business affairs of the IABPFF. He or she shall appoint necessary committee chairpersons and oversee the operations of all committees. He or she shall conduct and maintain order at all meetings of the IABPFF. He or she shall be chief administrator.

The International President shall be accountable for his or her actions to the majority of the membership and his or her policies shall reflect their wishes.

The President shall: 1. Serve as Chair of the IABPFF Executive Board; 2. Serve as Chair of the IABPFF Convention Committee; 3. Preside over the IABPFF Convention 4. Enforce the IABPFF Constitution and By-Laws; 5. Appoint IABPFF Committees, Legal Advisor, Executive Director and Parliamentarian; and additional board responsibilities. 6. Recommend to the IABPFF Executive Board the removal of any elected or appointed International or Regional officer who fails to perform the duties of the office required. 7. Strengthen public relations and maintain cooperative relations with other organizations;

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8. Work with the Executive Director to ensure the established policies of the IABPFF are executed; 9. Work with the Regional Directors in coordinating their efforts and maintaining unity in the IABPFF; 10. The President, after election of new President, will serve as a voting member of the Executive Board. 11. Be responsible for IABPFF reports at Conventions which include financial status and future projections of the IABPFF.

Section 9: The Executive Vice President shall render assistance to the International President as may be required of him/her. It shall be his/her duty to fill the vacancy when the International President is absent, and to preside at meetings in his or her absence or at the request of the International President.

He or She shall: 1. Assist with the development and implementation of the IABPFF Constitution and By-Laws; 2. Conduct training sessions for Regional Directors; 3. Serve as liaison between IABPFF members and IABPFF Executive board to strengthen relationships and understanding; 4. Serve as chair of the Internal Affairs Committee.

Section 10: The Recording Secretary shall be responsible for the minutes at all regular or special International Executive Board meetings. He or she shall have access to all records and minutes of all IABPFF meetings where minutes are kept.

He or she shall in the absence of the International President and Executive Vice President perform the duties of the International President.

He or She Shall: 1. Record the minutes of all IABPFF meetings; 2. Review and transcribe all minutes of the IABPFF meetings for accuracy; 3. Finalize a report of said minutes to the IABPFF membership within 30 days after the close of the International Convention.

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Section 11: The Corresponding Secretary shall be responsible for the records of all correspondence in the names of the IABPFF. He or she shall notify the membership of meetings, pending business, etc., as required by the Constitution and By-Laws and Policies, or as directed by the International President.

He or she shall give at least thirty (30) days written notice to each International Executive Board member of the time and date of all regular or special meetings.

He or she shall keep an accurate membership roster of all members of the IABPFF in good standings with the IABPFF.

He or She shall work directly with the Regional Directors and Corresponding secretaries.

Section 12: The Treasurer shall be the chief custodian of the funds of this Association, and shall countersign all checks with the International President, or in his absence, with the Executive Vice President.

He or she shall make monthly reports to the International Executive Board and forthwith deposit any monies received by the IABPFF. He or she shall upon request, open the books to any member of the International Executive Board or by petition of six (6) members in good standings of the IABPFF with written request via the Regional Director.

He or She Shall: 1. Compile and disseminate all fiscal information to chapters. 2. Stimulate the economic growth and financial stability of the IABPFF 3. Collect Membership / Chapter / Regional dues; 4. Advise the IABPFF Executive Board of the financial status of the organization.

Section 13: The Financial Secretary shall prepare semi-annual and annual comparative statements. He or She shall serve on registration committee and work directly with the Convention Committee.

Section 14: The Sergeant-At-Arms shall enforce order at the meetings, and shall make certain that all equipment necessary to conduct the meeting is properly arranged.

Section 15: The Regional Directors shall serve as representatives of the IABPFF in their respective regions and are empowered and charged with the

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responsibility to advise local associations and members regarding International policies and procedures.

He or She shall: 1. Enforce the IABPFF Constitution and By-Laws in the Region in which He or She is director; 2. Stimulate growth and development in the Region, encourage the chapters in the achievement of the IABPFF goals and carry on regional correspondence and communications with chapters in the region through letters, newsletters and / or other appropriate means; 3. Assist and advise the chapters in the region 4. Serve as the presiding officer at meetings of the Regional Conference; 5. Appoint a Regional Board as necessary to serve for the term; 6. Investigate applications for the establishment of a new IABPFF chapter and make recommendations to the IABPFF Executive Board; 7. Report to the IABPFF Executive Board on activities of the office; 8. Shall appoint a Parliamentarian(s)if necessary for Regional meetings and Conferences; 9. Shall appoint state representatives to assist with recruiting efforts of the IABPFF; 10. Work directly with the IABPFF Vice President on training.

They shall perform all other duties delegated to them by the International President. The Regional Directors shall chair one (1) regional meeting each year.

Section 16: The International President, the Executive Vice President and Treasurer shall be bonded in an amount set by the International Executive Board.

Section 17: Committee Chairs. The Committee Chairs shall convene committee meeting prior to the International Executive Board annual Meetings. The Committee Chairs shall make recommendations in writing to the International Executive Board and Executive Council on issues pertinent to their committee.

Section 18: Executive Director. The Executive Director shall manage and direct all activities of the IABPFF National Office subject to the policies of the International Executive Board. The Executive Director shall define the duties of the staff, supervise their performance, establish their titles, and delegate responsibilities of management.